Quarterly Meeting of the
Workplace Occupational Health and Safety Committee
for Memorial University's Chemistry-Physics Building

Friday, June 24, 2016
Dean of Science Office Boardroom, C-2001
9:00 – 10:00 am

Agenda

1. Call meeting to order.

2. Accept minutes of previous meeting (March 11, 2016).
   a. Minutes are accepted

   a. Lawnmower safety
   b. Steve Ballard is next to do safety moment

4. Education.
   ■ Most of the First Aid people certificates are expired, we need at least 8 (?) for our building
   ■ Video sent around on AED safety
   ■ AEDs are fully automatic
   ■ Batteries on AEDs are good for 3-5 years, most were installed in 2015, nice for us to have a record, most infant pads will expire in 2017, adults in 2020.
   ■ Funding of replacement of pads will probably be taken care of by the university.
   ■ Do inspection of AEDs as part of our quarterly inspections, look for green check, if red, report it or take it out and look at it. Cabinets have alarm that turn on when opened, but will shut off when cabinet is closed
   ■ AED Inspection Form:
   ■ Education moment comes at every meeting

5. Updates on unresolved issues:
   a. Accident/incident reporting form does not apply to undergraduate students in teaching labs (Kendra).
      ■ No movement on it
      ■ Students working in research labs are employees
      ■ Kendra Picco is working on an App that will take place of hard copy form for reporting, app is available by this fall.
b. Water testing of samples from drinking faucets (Nick).
   - Filters are replaced every month at filling stations and in some sinks
   - No testing done (Kendra) since last August. Sampling will be done within next couple of months, RFP done by industrial hygienist
   - Water sampling will be done by an external company and done by MUN, the goal is to have all analysis and report writing completed by MUN.

c. Graduate students not wearing proper PPE in research labs (Nick).
   - New safety committee in the Chemistry Department that will do inspections and try to enforce PPE
   - **Email Kendra to determine what the policy is for labs that do not require lab coats for protection.** Basically the policy now is that all labs that have chemicals need a lab coat. Kris Podulska brought up this point.
   - New lab safety manual will be out sometime at the end of this year.
   - **Send an email to Chem building talking about the importance of storage of lab coats for undergraduate students.**

   d. Elevator signage (Jennifer).
      - Keep it simple.
      - Maybe get facilities management to install hook to hang it up when it is not used
      - Chemistry would probably pay for it,
      - The next step is to set up a committee to investigate how it will be implemented??

6. Workplace inspections:
   a. Review of inspections that have been completed.

   b. Schedule next round of inspections (public spaces/common areas).
      - Next meeting in Early September.
      - Inspections in August.
      - Alternate public areas with offices, offices/labs in late November/December.

7. Complaints, issues and suggestions received from employees:
   a. Large containers of silica left outside fourth floor chemistry labs.
      - Last container of silica went in the garbage, used for column chromatography
      - Silica is usually regenerated and reused
      - Should be set for hazardous disposal because it probably contains hazardous compounds.
      - Kendra says that it should be sent to hazardous waste disposal.
      - Maybe they could regenerate it for the landfill?
Disposal of the silica should be mentioned in their lab disposal plan
Get information from PI about what is on the contaminants
Lab Manual talks about labeling of contaminated waste.
Maybe talk with Bob Helleur.
Kendra will talk to Bob Helleur about the silica issue.

b. Leak outside C2026 turning tiles black.
   - Maybe committee takes care of this (?)
   - Send it off to FM for replacement.

8. Other business:
   a. Asbestos training.
      - OHS committee members should have training
      - EHS has asbestos awareness training course online
      - If we want more information, EHS can give us more information or training, possible next Education topic?
   b. MIMS training.
      - Update coming on MIMS system, we will do it sometime this summer?
      - Kendra has info sheet that she will email to us *(email if we don't receive it)*
      - Next time around we can put the info MIMS information on the screen.
      - Good OHS program should have near misses but not many actual hits
   c. E-alert email.
      - E-alert is something everyone can do.
   d. Undergraduate lab coat policy.
      - Not mentioned in our lab safety manual.
      - Graduate students connected to stores can trade in old lab coat for a new one
      - Undergraduate lab safety for coats should be put in lab safety manual.
      - **Send an email out on lab coat exchange, only available to people connected to hsms**
      - Search for “lab coat exchange” on HSMS
   e. New committee member training.
      - Adam has OHS training (#ada8924104) is done along with Adam, Debbie has it done, just waiting on her electronic certificate

9. Schedule next meeting:
   a. Early September 2016 – date/time to be decided by online poll.

10. Adjournment.

   - Maybe do an article up on how the AED saved a life
   - 1.5 hrs for meeting